

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**PHARMACY ASSISTANT**

**JOB DESCRIPTION**

Employees in this job provide a variety of services related to the daily operation of a pharmacy under the guidance of a registered pharmacist.

There is one classification in this job.

**Position Code Title – Pharmacy-E**

**Pharmacy Assistant 8**

This is the experienced level. The employee performs a full range of pharmacy assistant assignments and uses judgement in making decisions based on applying established methods and procedures. Guidance and direction are generally available as needed.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Packages and labels units of medications and hospital supplies for distribution to authorized locations.

Fills patients' daily unit dose medication trays (cassettes) using patient profile records.

Prepares walk-in pharmacy orders.

Coordinates the distribution, delivery, and pick up of pharmaceutical products.

Maintains records and stocks of medications and supplies; prepares requisitions to reorder pharmaceutical items as required.

Fills ward stock orders for over-the-counter, nonprescription medications.

Repackages bulk nonprescription and prescription drugs by hand or machine.

Sorts and stocks incoming pharmaceutical products.

Cleans work area, and sterilizes prescription bottles and other containers.

Types labels for prescriptions.

Performs related work appropriate to the classification as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Considerable knowledge of pharmaceutical terminology and symbols.

Considerable knowledge of the weighing and measuring of pharmaceuticals.

Ability to prepare common stock solutions and ointments as directed.

Ability to package and label drugs, medications, and related supplies.

Ability to operate labeling and packaging equipment.

Ability to maintain records.

Ability to follow oral and written instructions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**Working Conditions**

The work is typically performed in a state mental health hospital, veteran's facility, or correctional facility and may involve contact with mental health residents or prisoners.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with prisoners.

Some jobs require direct contact with patients.

**Physical Requirements**

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

**Education**

Educational level typically acquired through completion of high school.

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**Experience**

Two years of experience assisting in a pharmacy, including the filling of requisitions for medications.

**Alternate Education and Experience**

Possession of an associate's degree in pharmacy technology, or completion of a one-year pharmacy certificate program, may be substituted for the experience requirement.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
PHARMAAST

**Job Code Description**  
Pharmacy Assistant

**Position Title**  
Pharmacy Assistant-E

**Position Code**  
PHARMAST

**Pay Schedule**  
L32-008

ECP Group 1  
Revised 12/11/00  
PAP/VLWT/CAG/VT